

# Word 2007 Level 2

## **Inserting Dates and Symbols**

- Inserting the Date and Time
- Inserting Symbols
- Inserting Special Characters
- Inserting Dates and Symbols

## **Using Quick Parts**

- Creating a Quick Part
- Adding Quick Parts to a Document
- Inserting Document Property Fields
- Using the Building Blocks Organizer
- Using Quick Parts

## **Working with AutoFormat**

- Using AutoFormat as You Type
- Changing AutoFormat Options
- Working with AutoFormat

## **Working with Tables**

- Creating a Table
- Navigating a Table
- Entering Text into a Table
- Inserting a Blank Line
- Using Table Styles
- Hiding and Showing Gridlines
- Using the Draw Table Feature
- Converting Existing Text into a Table
- Inserting Quick Tables
- Working with Tables

## **Editing a Table**

- Selecting Table Components
- Selecting the Entire Table
- Inserting Rows and Columns into a Table
- Merging Cells
- Rotating Text in a Table
- Changing Column Width and Row Height
- Aligning Table Text
- Distributing Rows and Columns Evenly
- Splitting Cells
- Deleting Columns and Rows
- Setting Table Properties
- Converting a Table into Text
- Creating a Table Heading
- Editing a Table

## **Applying Borders and Shading**

- Using Borders and Shading
- Adding Borders and Shading to Text
- Adding a Border to a Page
- Adding a Border to a Table
- Removing a Border from a Table
- Adding and Removing Shading
- Applying Borders and Shading

## **Working with Drawing Objects**

- Creating a Drawing Object
- Selecting Filled and Unfilled Objects
- Moving an Object
- Using the Drawing Canvas
- Drawing without the Drawing Canvas
- Drawing a Line
- Changing and Removing the Fill Color
- Formatting Lines
- Resizing an Object
- Adding a 3-D Effect
- Layering Text and Objects
- Deleting an Object
- Working with Drawing Objects

## **Inserting Graphics**

- Inserting Clip Art
- Inserting a Picture
- Formatting Pictures
- Creating WordArt Objects
- Formatting WordArt Objects
- Using Advanced Layout Options
- Creating Watermarks
- Inserting Graphics

## **Using SmartArt**

- Creating SmartArt Graphics
- Changing Colors of a SmartArt Graphic
- Applying a SmartArt Graphic Style
- Using SmartArt

## **Using Chart Creation Features**

- Creating a Chart
- Editing the Datasheet
- Adding a Chart Title
- Changing the Chart Type
- Creating a Chart from Excel
- Using Chart Creation Features

## **Using AutoCorrect**

- Setting AutoCorrect Options
- Using the AutoCorrect Options Button
- Creating AutoCorrect Exceptions
- Creating an AutoCorrect Entry
- Creating a Formatted AutoCorrect Entry
- Deleting an AutoCorrect Entry
- Using AutoCorrect

## **Using Find and Replace**

- Using Find
- Using Find Options
- Finding Special Characters
- Finding a Format
- Using Replace
- Using Find and Replace

## **Exploring the Research Task Pane**

- Opening the Research Task Pane
- Adding Research Services
- Using the Thesaurus to Look up Synonyms
- Using the Thesaurus to Look up Antonyms
- Translating Text
- Searching for Information
- Exploring the Research Task Pane

## **Using Templates**

- Selecting an Existing Template
- Creating a Template
- Modifying a Template
- Deleting a Template
- Using Templates

## **Using Newsletter-style Columns**

- Creating Newsletter-style Columns
- Navigating Columns
- Changing the Number of Columns
- Changing Column Width and Spacing
- Adding a Vertical Line between Columns
- Balancing Column Length
- Using Newsletter-style Columns

## **Using Outline View**

- Creating an Outline
- Working in Outline View
- Collapsing/Expanding Outline Headings
- Displaying Outline Heading Levels
- Moving an Outline Heading or Body Text
- Numbering the Outline Levels
- Displaying/Hiding Outline Text Formats
- Using Outline View

## **Using Word HTML Features**

- Saving Files in the HTML File Format
- Using Hyperlink Automatic Formatting
- Linking to a Page
- Linking to a Location in a Page
- Pasting a Link
- Updating a Link
- Browsing Linked Pages and Locations
- Editing a Hyperlink
- Modifying HTML Files
- Using Word HTML Features

## **Working with Comments and Revisions**

- Enabling Change Tracking
- Setting Change Tracking Options
- Disabling Change Tracking
- Inserting Comments
- Managing Comments
- Viewing and Navigating Comments
- Enabling Balloon Options
- Selecting Options for Show Markup
- Displaying the Reviewing Pane
- Comparing Documents
- Combining Multiple Revisions
- Reviewing Tracked Changes
- Accepting/Rejecting All Changes
- Printing Markup
- Working with Revisions and Comments

## **Managing Files**

- Selecting File Views
- Sorting Word Files
- Using the My Places Bar
- Assigning a Password
- Removing a Password
- Using Digital Signatures
- Managing Document Recovery
- Managing Files